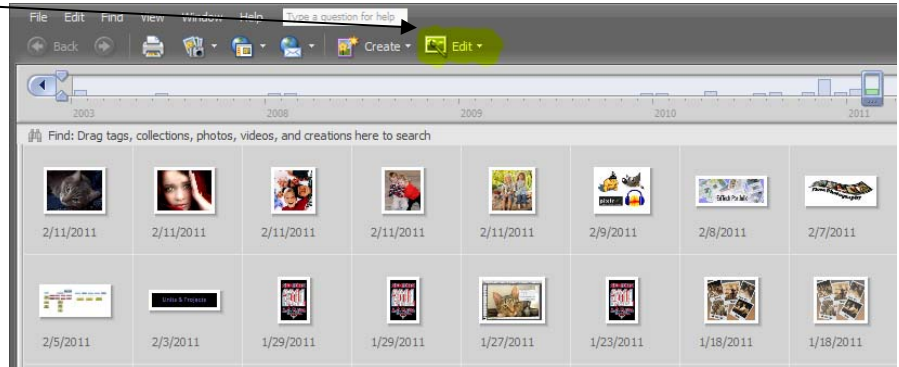


Adobe Photoshop Elements: Tool Bar and Basic Editing

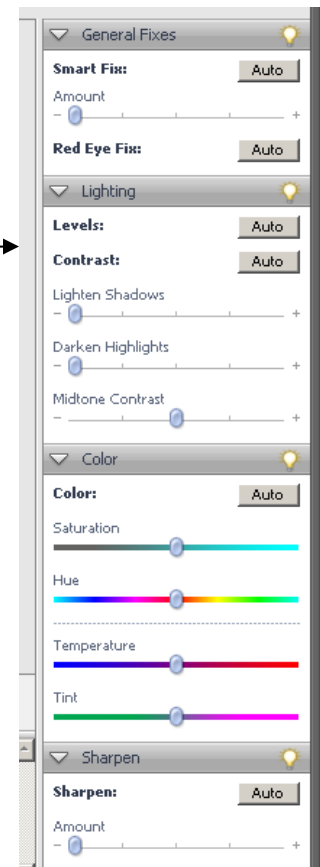
Editing Photos:

1. Starting in the Organizer, select a photo or numerous photos that you want to edit.
2. Press the edit button.
3. Go to quick fix is for minor, simple editing, like cropping and rotating.
4. Go to full edit is for advanced editing options.

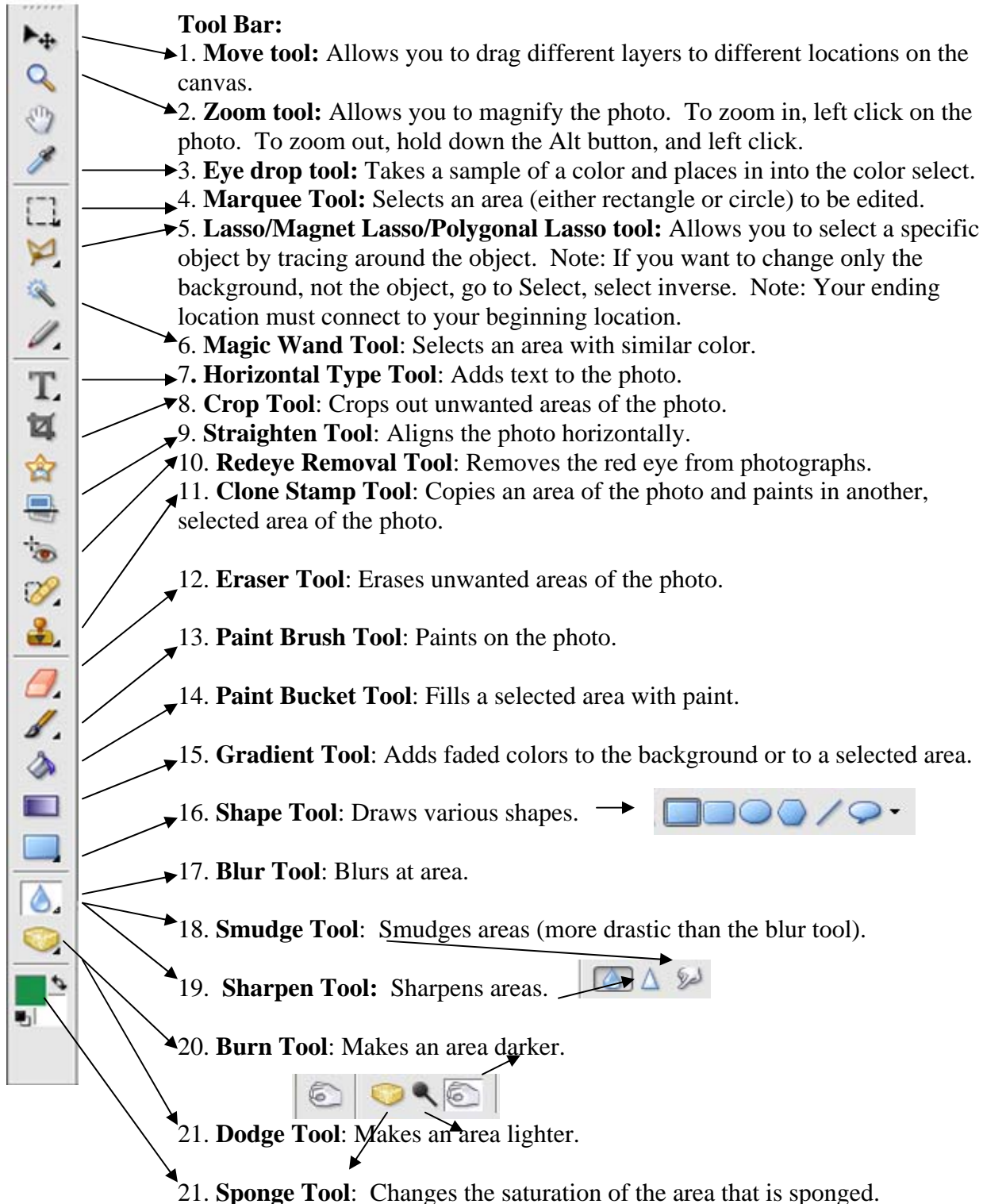


Quick Fix:

- a. To **rotate** press the arrow button. Once it is rotated, go to file, save as, and save in correct folder.
- b. To **crop**, press the crop button. Select the area you want to keep. Press the check mark.
- c. To the right of the screen, you have various options for changing lighting and color levels. Once you have changed the levels, click the check mark to keep the adjustment.



Full Edit:



22. **Foreground/background color:** Shows which color is selected for foreground and background.

Changing Hue, Saturation, and Lightness:

To change the hue, saturation and lightness, go to Enhance, Adjust Color, Adjust Hue/Saturation. Slide the buttons to change the hue, saturation, and lightness.

Changing Brightness, Contrast, and Shadows:

To change the brightness, contrast, and shadows, go to Enhance, Adjust Lighting.

Choose Brightness/Contrast to change the brightness and contrast.

Choose Shadows/Highlight to change the shadows. Slide the buttons to change the brightness and contrast levels.

How to Convert a Color Photo to Black and White:

Go to Enhance, Convert to Black and White. A screen will appear giving several options. Choose the one you like the best.

